# Corrections Policy Manual

## 103.1 PURPOSE AND SCOPE

The Corrections Policy Manual is a statement of the current policies, rules, and guidelines of this office's correctional facility. All prior and existing manuals, orders, and regulations that are in conflict with this manual are revoked, except to the extent that portions of existing manuals, orders, and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

Except where otherwise expressly stated, the provisions of this manual shall be considered guidelines. It is recognized, however, that work in the custody environment is not always predictable, and circumstances may arise that warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this office under the circumstances reasonably known to them at the time of any incident.

## 103.2 POLICY

The manual of the Thurston County Sheriff's Office correctional facility is hereby established and shall be referred to as the Corrections Policy Manual. All members are to conform to the provisions of this manual.

### 103.2.1 DISCLAIMER

The provisions contained in the Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Thurston County Sheriff's Office and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the county, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for office administrative action, training or discipline. The Thurston County Sheriff's Office reserves the right to revise any policy content, in whole or in part.

## 103.3 RESPONSIBILITIES

The Sheriff shall be considered the ultimate authority for the provisions of this manual and shall continue to issue General Orders which shall modify the provisions to which they pertain. General Orders shall remain in effect until such time as they may be permanently incorporated into the manual.

The Chief Deputy of Corrections shall ensure that the Corrections Policy Manual is reviewed annually, updated whenever necessary, and staff trained accordingly to ensure that the policies in the manual are current and reflect the mission of the Thurston County Sheriff's Office and the Thurston County Corrections Facility. The review shall be documented in written form sufficient to indicate that policies and procedures have been reviewed and amended as appropriate to facility changes (RCW 70.48.071).

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### 103.3.1 COMMAND STAFF

The command staff should consist of the following:

- Sheriff
- Undersheriff
- Chief Deputy of Corrections
- Corrections Operations Captain
- Corrections Support Services Captain

### 103.3.2 OTHER PERSONNEL

Line and supervisory staff have a unique view of how policies and procedures influence the operation of the facility and therefore are expected to bring to the attention of their supervisors issues that might be addressed in a new or revised policy.

All members suggesting revision of the contents of the Corrections Policy Manual should forward their suggestions, in writing, through the chain of command, to the Chief Deputy of Corrections, who will consider the recommendation.

## 103.4 DEFINITIONS

The following words and terms shall have these assigned meanings, unless it is apparent from the content that they have a different meaning:

**Office** - The Thurston County Sheriff's Office.

**Employee** - Any person employed by the Office.

**May** - Indicates a permissive, discretionary or conditional action.

**Member** - Any person employed or appointed by the Thurston County Sheriff's Office including:

- Full- and part-time employees.
- Corrections deputies.
- Non-sworn employees.
- Volunteers.

**Corrections deputy** - All persons, regardless of rank, who are employees and who are selected and trained in accordance with state law as corrections deputies of the Thurston County Sheriff's Office.

**On-duty employee** - Status during the period when he/she is actually engaged in the performance of his/her assigned duties.

**Order** - A written or verbal instruction issued by a superior.

**Rank** - The job classification title held by a corrections deputy.

**Shall or will** - Indicates a mandatory action.

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**Should** - Indicates a generally required or expected action, absent a rational basis for failing to conform.

**Post Order-** Area specific task list organized by hours.

**Consistency Manual-** An area specific task list with implementation instructions.

### 103.5 DISTRIBUTION OF MANUAL

Copies of the Corrections Policy Manual shall be made available to all members. An electronic version of the Corrections Policy Manual will be made available to all members on the office network.

No changes shall be made to the electronic version without authorization from the Chief Deputy of Corrections.

### 103.6 MANUAL ACCEPTANCE

As a condition of employment, all members are required to read and obtain necessary clarification of this office's policies. All members are required to sign a statement of receipt acknowledging that they have received a copy or have been provided access to the Corrections Policy Manual

### 103.7 REVISIONS TO POLICIES

All members are responsible for keeping abreast of all Corrections Policy Manual revisions. All changes to the Manual will be posted on the office network for review prior to implementation. The Training Manager will forward revisions to the Manual as needed to all personnel via electronic mail. Each member shall acknowledge receipt by electronic means, review the revisions and seek clarification as needed.

Each supervisor will ensure that members under his/her command are familiar with and understand all revisions.

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